



M. J. "MIKE" FOSTER, JR.  
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



V. J. BELLA  
STATE FIRE MARSHAL

MEMORANDUM

May 24, 1999

TO: ALL OSFM SUPERVISORS

FR: V.J. BELLA *VB*

RE: REPORTING PROCEDURES FOR SUPERVISORY PERSONNEL

Please find enclosed a memorandum to all OSFM employees re: procedures for reporting *any and all* problems, concerns, complaints, or other job related issues according to the chain of command. It is my intent that each supervisor shall personally deliver the enclosure to each of his/her subordinates. If the person reporting to you is also a supervisor, then that person shall, in turn, distribute the enclosure to his/her subordinates. You are also instructed to deliver this memorandum to all supervisory personnel who report to you.

I expect each supervisor who receives an inquiry or complaint to try and resolve the matter himself/herself within the policies and procedures of OSFM. If it is not possible to resolve the matter, you should document the issue and forward it to your own supervisor with an acknowledgement to the employee involved. This practice shall be followed at each step in the chain of command.

Thank you.

"Is Yours Working" ??

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OFFICE OF STATE FIRE MARSHAL • 5150 FLORIDA BOULEVARD, BATON ROUGE, LA 70806  
(504) 925-4911 1-800-256-5452



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MEMORANDUM



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RE: REPORTING PROCEDURES

*REPORTING*

This memorandum is to remind everyone on staff about the importance of working through the chain of command. Your first reporting station for any matter concerning OSFM is your immediate supervisor. You should consult your supervisor and, if required by circumstances, ask your supervisor to forward any questions or problems to the next level. Any question or problem that can not be resolved at an intermediate level will reach my desk. I will then determine whether we need to consult an external entity for assistance. I want to answer any questions you may raise concerning your employment and to assist you with problems. I'm simply asking that we all respect the chain of command and proceed orderly.

Thank you.

*6011*

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